

The information that you provide is used during the year by court administrators and human resources personnel for projects like job analyses, position comparisons across counties and courts, market comparisons, compensation analyses, and for the formulation of personnel policies.

It is important that you fill out this survey with the most accurate information possible. The preparer of this report is responsible for gathering data from the appropriate sources (county/city finance, personnel, etc.).

OVERVIEW

The yearly personnel survey is provided in Microsoft Word format, if you require a different format such as Excel, please email research@courts.az.gov. The information for employees of your court or probation department reported on last year's Personnel Survey appears on the FY2020 survey form, including salaries and funding sources. If the person is still an employee of your court, please verify the information (and update if required) and make necessary changes to the salary and funding source data **as of June 30, 2020**. If the person is no longer an employee, simply tab through the fields and delete the data. Those empty fields can then be utilized for new employees. If a current employee is not listed, enter all the information for that person in the row where an employee is no longer there or utilize the lines at the end of the survey labeled *ZZZ - Additional Employees*. Simply delete that phrase and enter the new information.

TEMPORARY PERSONNEL AND VOLUNTEERS

At the end of the report, please include the total number of volunteers working in the department during the fiscal year. Also include the total hours worked by temporary personnel if this information is available.

PREPARER INFORMATION

Please include the preparer's first and last name as well as a business telephone number and email. In the event we have questions regarding the data provided by the court, this helps us contact the correct individual at the court to verify information.

FIELD DESCRIPTIONS

EMPLOYEE NAME Spell out the first name and last name completely. All funded positions should be listed including positions that are vacant as of the end of the fiscal year. For vacant positions, list the employee name as "Position, Vacant," for the first and last names.

EMPLOYEE TYPE This is the code for each employee that identifies them as a regular or a contract/consultant employee. DO not include temporary positions, these are accounted for in the field for the number of temporary staff hours at the end of the form. The codes for this category are:

R Employee is a full- or part-time regular employee of your primary funding source, i.e. the state (Supreme Court, Court of Appeals), county (Superior, Justice Courts and Probation), or city (Municipal Courts).

C Individual is a contract employee (or consultant).

POSITION TITLE Enter the position title for the employee. For example, "Presiding Magistrate" or "Deputy Court Clerk".

POSITION CLASSIFICATION Please mark the appropriate box for the position code which best describes the individual's primary responsibilities. Use the "Position Classification" document. There should be only one entry per person.

HIRE YEAR Enter the two-digit year the employee was hired. This date should not change as long as the individual is an employee of the court, even if there is a change in position.

HIRE MONTH Enter the month the employee was hired [for example, June would be "6"].

REGULAR HOURS WORKED Enter the regular number of hours each employee is normally scheduled to work per week, per month, or per year. The most common method for reporting full-time employees is to enter "40" in this column and a "W" (for weekly) under WORK RATE. If an individual works only when needed and has no set number of hours scheduled, leave this box blank and go on to "On Call" Column.

WORK RATE Enter the work rate for the employee, 'W' for weekly, 'M' for monthly, 'A' for annually].

ON CALL If the employee has no set number of hours scheduled, enter a "Y" for the employee. "On-call" does NOT mean an employee is "exempt" or can be called in after normal business hours, but only that he or she does not work regular hours. If the employee is not "on-call", enter "N".

SALARY Enter the salary of each employee as of **June 30, 2020**. Do not include any anticipated adjustments to salaries for the next fiscal year. Salaries may be reported either as annual, monthly, bi-weekly, weekly, daily, hourly, or (in rare instances) by case.

SALARY RATE Enter the salary rate for the employee ['A' for annually, 'M' for monthly 'B' for bi-weekly 'W' for weekly, 'D' for daily, 'H' for hourly and 'C' by case].

POSITION FUNDING SOURCE Enter the funding source code(s) for the individual's salary using the "SALARY FUNDING SOURCE CODE KEY" provided at the end of this document. For example, if the employee is paid entirely by the county, you would enter "CN" in this column and "100" under POSITION FUNDING PERCENT. If additional rows are needed for more than one position funding source, add rows below the employees name and fill in the name, additional position funding source and position funding percent.

POSITION FUNDING PERCENT Enter the percentage from each of the position funding sources. All percentages must add up to 100%.

NUMBER OF REGULAR VOLUNTEERS Enter the number of regular volunteers working in your court during the fiscal year. A "regular volunteer" is a person who has assigned duties and operates on a non-paid status.

NUMBER OF HOURS WORKED BY TEMPORARY PERSONNEL Enter the number of hours worked by temporary personnel during the fiscal year. "Temporary" personnel include temporary manpower service personnel, seasonal employees and interns.

PROBATION POSITION CLASSIFICATION CODE KEY

- CPO CHIEF PROBATION OFFICER/JUVENILE COURT DIRECTOR
- DIO PROBATION INTAKE OFFICERS (for juvenile) those assigned to intake of juvenile detainees.
- FCC1 FIELD CASE-CARRYING PROBATION OFFICER, LEVEL 1 (0 - 2 years of experience) (for juvenile and adult) those who supervise individuals convicted or adjudicated and placed on probation to the court. These positions are considered in determining mandated caseload ratios.
- FCC2 FIELD CASE-CARRYING PROBATION OFFICER, LEVEL 2 (2 - 5 years of experience) (for juvenile and adult) those who supervise individuals convicted or adjudicated and placed on probation to the court. These positions are considered in determining mandated caseload ratios.
- FCC3 FIELD CASE-CARRYING PROBATION OFFICER, LEVEL 3 (5+ years of experience) (for juvenile and adult) those who supervise individuals convicted or adjudicated and placed on probation to the court. These positions are considered in determining mandated caseload ratios.
- FCCL FIELD CASE-CARRYING PROBATION OFFICER (for juvenile and adult) those who supervise individuals convicted or adjudicated and placed on probation in the limited jurisdiction courts.
- FCCP FIELD CASE-CARRYING PROBATION OFFICER (for juvenile and adult) those probation officers assigned to pre-trial services. These positions are considered in determining mandated caseload ratios.
- PPO1 PRE-SENTENCE PROBATION OFFICER, LEVEL 1 (0 - 2 years of experience) (for juvenile and adult) those whose primary duties relate to writing pre-sentence reports. These positions are not considered in determining mandated caseload ratios.
- PPO2 PRE-SENTENCE PROBATION OFFICER, LEVEL 2 (2 - 5 years of experience) (for juvenile and adult) those whose primary duties relate to writing pre-sentence reports. These positions are not considered in determining mandated caseload ratios.
- PPO3 PRE-SENTENCE PROBATION OFFICER, LEVEL 3 (5+ years of experience) (for juvenile and adult) those whose primary duties relate to writing pre-sentence reports. These positions are not considered in determining mandated caseload ratios.
- OPO1 OTHER PROBATION OFFICER, LEVEL 1 (0 - 2 years of experience) (for juvenile and adult) those who do not directly supervise active probationers. These are not considered in determining mandated caseload ratios. Includes school resource officers, court liaisons, warrants and training positions, indirect services, and pre-trial.
- OPO2 OTHER PROBATION OFFICER, LEVEL 2 (2 - 5 years of experience) (for juvenile and adult) those who do not directly supervise active probationers. These are not considered in determining mandated caseload ratios. Includes school resource officers, court liaisons, warrants and training positions, indirect services, and pre-trial.

- OPO3 OTHER PROBATION OFFICER, LEVEL 3 (5+ years of experience) (for juvenile and adult) those who do not directly supervise active probationers. These are not considered in determining mandated caseload ratios. Includes school resource officers, court liaisons, warrants and training positions, indirect services, and pre-trial.
- SVO1 SURVEILLANCE OFFICER, LEVEL 1 (0 - 2 years of experience) (for juvenile and adult) non-probation officer who assist in supervision of individuals either on probation or pending court action (home detention) and (for adult) are assigned to an IPS caseload and assist with supervision. This classification includes IPS and officers assigned to sex offender supervision.
- SVO2 SURVEILLANCE OFFICER, LEVEL 2 (2 - 5 years of experience) (for juvenile and adult) non-probation officer who assist in supervision of individuals either on probation or pending court action (home detention) and (for adult) are assigned to an IPS caseload and assist with supervision. This classification includes IPS and officers assigned to sex offender supervision.
- SVO3 SURVEILLANCE OFFICER, LEVEL 3 (5+ years of experience) (for juvenile and adult) non-probation officer who assist in supervision of individuals either on probation or pending court action (home detention) and (for adult) are assigned to an IPS caseload and assist with supervision. This classification includes IPS and officers assigned to sex offender supervision.
- SVOL SURVEILLANCE OFFICER (for juvenile and adult) non-probation officer who assist in supervision of individuals either on probation or pending court action (home detention) and (for adult) are assigned to an IPS caseload and assist with supervision in the limited jurisdiction courts.
- SVOP SURVEILLANCE OFFICER (for juvenile and adult) non-probation officer who assist in supervision of individuals either on probation or pending court action (home detention) and (for adult) are assigned to an IPS caseload and assist with supervision in pre-trial services.
- OSO1 OTHER SURVEILLANCE OFFICER, LEVEL 1 (0 - 2 years of experience) (for adult) non-probation officer not assigned to direct supervision, who assist probation officers in the performance of their duties. Includes surveillance officers assigned to warrants.
- OSO2 OTHER SURVEILLANCE OFFICER, LEVEL 2 (2 - 5 years of experience) (for adult) non-probation officer not assigned to direct supervision, who assist probation officers in the performance of their duties. Includes surveillance officers assigned to warrants.
- OSO3 OTHER SURVEILLANCE OFFICER, LEVEL 3 (5+ years of experience) (for adult) non-probation officer not assigned to direct supervision, who assist probation officers in the performance of their duties. Includes surveillance officers assigned to warrants.
- PMO PROBATION MANAGEMENT OTHER (for adult and juvenile) probation officers assigned to management duties that do not fall under probation management categories listed.
- TES TREATMENT/EDUCATION STAFF (for juvenile and adult) non-probation officer responsible for drug/alcohol screenings, counseling, and education of probationers. Includes screeners, chemical dependency counselors and teachers. Also includes (for adult) lab technicians and community work service coordinators. Do not include detention staff.

- PSS PROGRAM SUPPORT STAFF (for juvenile) those who support programs within the department, such as community work service coordinators, victims' rights specialists and other such programs. These positions focus on maintenance and on-going operations of programs and differ from support staff.
- SUS SUPPORT STAFF (for juvenile and adult) those who support daily operations of the court. Includes word processors, data entry, receptionists, dispatch, and record clerks. Support staff supervisors are included in this category.
- SPV SUPERVISORS (for juvenile and adult) first line supervisors of probation officers. These are required to provide direct caseload supervision.
- SPVN NON-CASE CARRYING SUPERVISORS (for juvenile and adult) first line supervisors of probation officers. These do not provide direct caseload supervision.
- ADM ADMINISTRATIVE (for juvenile and adult) second level supervisory personnel and above, such as division directors/managers and deputy chiefs. Also includes positions allocated to administrative functions such as finance, automation, personnel, research, and planning.
- DOF DETENTION OFFICER (for juvenile) those assigned to the direct supervision of juveniles in detention.
- DSS DETENTION SUPPORT STAFF (for juvenile) those who support the operations of the detention center such as data entry or word processors.
- DSV DETENTION SUPERVISORS (for juvenile) first line supervisors in the detention center.
- DAD DETENTION ADMINISTRATIVE (for juvenile) second line superiors and other personnel assigned to detention.
- DED DETENTION EDUCATORS (for juvenile) those assigned to educational component of detention, including teachers, registrar, and transition officers.

SALARY FUNDING SOURCE CODE KEY**Local Funds:**

CN	County Appropriation
OC	Other County Fund(s)
ST	State Appropriation

Local Program Funds:

DTIS	Drug Testing and Intensive Supervision Program
JPSF	Juvenile Probation Services Fees Account
OSI	Maricopa Probation Free Enterprise Fund
OL	Other local program funding (SPECIFY)
PFI	Probation Fees ISC
PFU	Probation Fees \$40 and Under
PFO	Probation Fees Over \$40

State Program Funds:

AIPS	Adult Intensive Probation Services
CASA	Court Appointed Special Advocate Program
CJEF	Criminal Justice Enhancement Fund
CPAF	Case Processing Assistance Fund
CPP	Community Punishment Program
DEA	Drug Enforcement Grant
DOE	Arizona Department of Education
DTEF	Drug Treatment and Education Fund
FC	Family Counseling
ISC	Interstate Compact
JCRF	Juvenile Crime Reduction Fund
JDF	Juvenile Diversion Fund
JDCF	Juvenile Diversion Consequences Fund
JDIF	Juvenile Diversion Intake Fund
JIPS	Juvenile Intensive Probation Supervision
JSP	Juvenile Standard Probation
JSFP	Juvenile Services Fund Probation
SAE	State Aid Enhancement (Adult)
OS	Other state program funding
TY	Transferred Youth

Federal Program Funds:

ACYF	Federal Administration for Children, Youth, and Families
CAST	Comprehensive Alcohol and Substance Treatment
JJDP	Federal Office of Juvenile Justice and Delinquency Prevention
JTPA	Federal Joint Training Partnership Act
NIC	National Institute of Correction
NIJ	National Institute of Justice
NTHA	National Traffic and Highway Association
SJI	Federal State Justice Institute
OF	Other federal program funding